

# VRIS UPDATE

## **Application and Transfer to Employment Program - Reissued Effective 10-13-09 Number 242**

### **SUMMARY OF UPDATES**

This chapter contains new requirements resulting from L.B. 403 and recent changes to the HELPS Brain Injury Screen Tool procedure and forms.

Effective October 1, 2009 the agency is required to verify the lawful presence of any applicant for public benefits who, at time of application, attests to being other than a United States Citizen. The chapter describes the verification process and QUEST changes. The verification process will only be used with applicants to the Employment Program, not with applicants to the Transition Program. The chapter contains a hyperlink to a matrix of immigration documents and the data needed for verification from each document and to a document containing pictures of several types of immigrations documents.

Note: Do make a copy of the front and back of the immigration document a non-U S Born Citizen presents. Information from their document will be entered on the Citizenship Screen and used to verify their lawful presence in the United States. Retain the copy in the case record.

The HELPS Brain Injury Screening Tool has been revised and directions added for staff.

### **VRIS POSTING**

The chapter is posted to VRIS: Program Manual: Information and Referral: [Application and Transfer to the Employment Program](#)

The revised Application form (English and Spanish version) is posted to VRIS: Materials: Case Service Forms and Worksheets: [Application](#). If you have not received your supply of the new Application Form, you can download and print from VRIS until our supply arrives.

The revised HELPS Brain Injury Screening Tool and Positive HELPS Screen Follow-Up Questionnaire are posted to **VRIS: Materials: Case Service Forms and Worksheets: [HELPS Brain Injury Tool & Protocol](#)** and **VRIS: Materials: Case Service Forms and Worksheets: [Positive Screen Follow Up Questionnaire](#)**.

### **FORMS REVISED**

The Application form has been revised to include fields to record the non-U S Citizen's immigration status and immigration number, and the required attestation language.

The NDE Letter Contract, NDE Contract, and the VR Service Agreement have been revised to include the required attestation language of providers with respect to work authorization.

The HELPS Brain Injury Screening Tool was revised to remove demographic information, and to add directions for staff to complete the HELPS Positive Screen Follow-Up Questionnaire with an individual if the HELPS Screen is positive. Definitions of Acquired Brain Injury and Traumatic

Brain Injury were added to the back of the form for reference. The Positive HELPS Screen Follow-Up Questionnaire was shortened. Process section 3 of the Program Manual chapter on Application and Transfer to the Employment Program was revised to update suggested next steps for a positive screen.

#### **QUEST UPDATE**

QUEST has been updated to include a new Citizenship Screen. The user will see different fields on the screen depending upon the response to the question “U S Citizen”?

#### **TEAM COMMUNICATION**

Discuss these important changes at your earliest team meeting on or after October 1, 2009. All older versions of the Application Form are to be recycled.

#### **LEADERSHIP CONTACT**

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##### ***HELPS***

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